

## Module 19 – Draft Filings

If you started a filing previously but moved the filing to draft by clicking ‘Move to Draft’, you can access it in your “Draft Filings”. You might have moved it to draft because you did not have all of the documents ready or were waiting for some additional information before filing.



To access your “Draft Filings”, hover your mouse over the ‘eFile’ tab.

Select ‘Draft Filings’ from the drop down list.



The screen displays all draft filings. Select the one to continue working on by clicking on the ‘Filing ID’ number.



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The filing will open on the 'Add a Document' screen. You can use the 'Back' button to regress to the 'Case Initiation Screen' if anything needs to be added or changed. However, you can't use the 'Back' button if you are filing a subsequent filing to an existing case. Then use the 'Next' button to move forward to the 'Add A Document' screen, add or change documents as needed, then use Next to go to the Review and Approve screen to submit the filing to the Courts.

A filing may be in 'Draft Filings' for 60 days from the time it was initially created before it will be automatically deleted. If you modify the draft it does not reset the time limit.



<input type="checkbox"/>	Filing ID	Filer Ref. No.	Case Title	Case Number	Court Location	▼ Create Date	Days Until Deletion
<input type="checkbox"/>	6193	NORRIS145			JP COURT 13 - WILMINGTON	09-24-2018:09:57:27 AM	30
<input type="checkbox"/>	6192		ATLANTIC REALTY VS JOHN SMITH	JP13-18-000327	JP COURT 13 - WILMINGTON	09-24-2018:09:52:46 AM	30
<input type="checkbox"/>	6179	DAWES 23			JP COURT 13 - WILMINGTON	09-19-2018:03:24:05 PM	25
<input type="checkbox"/>	6178				JP COURT 13 - WILMINGTON	09-19-2018:03:21:07 PM	25

There are two other ways filings can get to 'Draft Filings' besides you moving them there when you click 'Move to Draft' during case creation.

- First, if the system times out while you were away from your computer, it will save your in-process filing to 'Draft Filings'.
- Second, if you have a rejected filing and open the filing from the 'Filing Status' Screen by clicking 'Resubmit', but you do not complete the submission immediately after clicking 'Resubmit', the filing will automatically be moved to your 'Draft Filings' and you must access it from the 'Draft Filings' the next time you are ready to work on the corrections. The 'Resubmit' button will no longer be available in the 'Filing Status' screen after you click it once. See Module 16 - Correct a Rejected Case for more information.

## Module 19 – Draft Filings

State of Delaware Judiciary

eFiling  
system

Home

eFile

Cases

My Profile

Log Out

user: MIKE REED

Home → Filing Status

My Filings

MIKE REED Filings

Report Criteria:

View Filings Between: 09/24/2018 AND 

Clear Dates

Go

My Filings Between 09/24/2018 and Today

Delete

<input type="checkbox"/>	▼ Date Submitted	Status	Documents	Filer Ref No.	Case Title	Case Number	Court Location	
<input type="checkbox"/>	09-24-2018:01:19:37 PM	Rejected	FORM 50		ATLANTIC REALTY VS JOHN SMITH	JP13-18-000327	JP COURT 13 - WILMINGTON	Resubmit
<input type="checkbox"/>	09-24-2018:09:45:44 AM	Filed	LANDLORD TENANT	SMITH123	ATLANTIC REALTY VS JOHN SMITH	JP13-18-000327	JP COURT 13 - WILMINGTON	

Number of Filings: 2